



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1650.1C
SPAWAR 07-4
21 April 1998

SPAWAR INSTRUCTION 1650.1C

From: Commander, Space and Naval Warfare Systems Command

Subj: MILITARY AWARDS POLICY

Ref: (a) SECNAVINST 1650.1F
(b) SECNAV WASHINGTON DC 231906Z Sep 94 (ALNAV 084/94)
(c) SECNAVNOTE 1650 of 12 Apr 94 (Contents are still current)
(d) CNO WASHINGTON DC 182152Z Jul 96 (NAVADMIN 173/96)
(e) SECNAVINST 5216.5C

Encl: (1) Sample Personal Award Recommendation (OPNAV 1650/3)
(2) Sample Proposed Citation Format (w/2 attachments)

1. Purpose. To update SPAWAR awards policy, providing administrative and presentation procedural guidance. This instruction is a major revision to the basic instruction, and should be read in its entirety.

2. Cancellation. SPAWARINST 1650.1B of November 1988 is cancelled.

3. Background

a. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition can take many forms, ranging from verbal praise to the award of a personal decoration.

b. References (a), (b) and (c) contain information concerning delegation of awarding authority. Commander, Space and Naval Warfare Systems Command (SPAWAR) is authorized to award Navy and Marine Corps Commendation Medal (NC), Navy and Marine Corps Achievement Medal (NA) and Military Outstanding Volunteer Service Medal (MOVSM).

c. It is possible to receive more than one award during a tour of duty. When recommending an end-of-tour award, the dates will cover the entire period, but the justification and citation must omit any action previously recognized in a personal decoration. A Flag Letter of Commendation is not considered a personal decoration. When submitting a recommendation for an award, attach a copy of the citation for any personal decoration received during the end-of-tour awarding period. Do not hesitate to recognize your personnel for specific accomplishments; however, an end-of-tour award can be jeopardized by a local award which covers a relatively long period.

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4. Policy

a. Commander, Space and Naval Warfare Systems Command desires recognition be given where it is due. To preserve integrity, awards and decorations will only be recommended for action or services which are clearly and distinctly outstanding in nature or magnitude. The acts or services must place a person's performance significantly above that of their contemporaries, and be of such importance, that it cannot be appropriately recognized in any other way.

b. It is not intended that the level of an award be restricted to a specific rank or grade. Reference (a) does not equate award level to rank and rate except for the Air Medal, Navy and Marine Corps Achievement Medal and Combat Action Ribbon; however, award level is equated to scope of responsibility, which normally increases with rank or grade. Therefore, a larger number of the more senior awards would be expected to gravitate to the more senior officers and Chief Petty Officers who are assigned to positions of higher responsibility. In general, the level of responsibility relative to awards is as follows:

Commander/Program Director/ Major Program Manager	Legion of Merit
Program Manager/Deputy Program Manager	Meritorious Service Medal
Division/Branch Heads/ Senior enlisted	Navy and Marine Corps Commendation Medal
All others	Navy and Marine Corps Commendation Medal or Navy and Marine Corps Corps Achievement Medal

5. Administrative Procedures

a. Letters of Appreciation and Letters of Commendation will normally be awarded by Commanding Officers of SPAWAR Systems Centers. In certain instances, Letters of Appreciation or Letters of Commendation can be sent to SPAWAR for awarding. Submit per paragraph 6 below.

b. Commanding Officers of SPAWAR Systems Centers have the authority to award NAs and MOVSMs, per references (a) and (d).

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(1) NAs may only be awarded for "specific performance of a superlative nature," and within authorized quota limitations.

(2) To ensure a complete historical record of awards presented to SPAWAR personnel in the field, forward copies of awarding letters and citations to SPAWAR 07-4 following presentation of awards not provided by SPAWAR. When a NA is awarded under reference (a) (i.e., local NA), a signed copy of enclosures (1) and (2) on command letterhead or locally prepared command award paper, with the recipient's social security number typed in top right hand corner, must be forwarded to SPAWAR 07-4 for entry of the award into the Navy Department Board of Decorations and Medals (NDBDM) record system and official service record.

c. Following presentation of local commendatory correspondence, the presenting command is responsible for ensuring "copies to" are provided, per reference (e). A copy should always be provided to SPAWAR 07-4 and to the servicing Personnel Support Detachment for filing and service record entry, if appropriate.

d. SPAWAR is the awarding authority for all sustained superior performance (end-of-tour) NCs, NAs, and special act awards for headquarters and field personnel not recognized under the provisions of paragraph 5a. Recommendations will be forwarded to SPAWAR 07-4, per paragraph 6 below, for processing.

e. It is SPAWAR's policy to review and endorse all higher award recommendations by Commanding Officers of field activities. The Chief of Naval Operations (CNO) is the awarding authority for all Meritorious Service Medals (MM) and Legion of Merit (LM). A MM or LM recommendation for SPAWAR Headquarters will be submitted to SPAWAR 07-4.

f. Award recommendations will be submitted to SPAWAR 07-4 not less than 75 days prior to the member's departure date for NA/NC, and not less than 90 days for MM/LM recommendations. Submit award recommendations as soon as possible following an act, specific achievement or service which is deserving of special recognition locally.

g. Recommendations for unit awards will be submitted to SPAWAR with complete information required by reference (a). The period of the award should be a maximum of 18 months. Unit awards recognize particularly outstanding performance, and are generally awarded for operational achievements.

6. Preparation Guidance

a. If a personal award nomination is deemed appropriate for an individual, a recommendation shall be submitted on the Personal Award Recommendation Form (OPNAV 1650/3) to the

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awarding authority. The Summary of Action, on the reverse side of the Personal Award Recommendation Form, is required in all cases except for the Navy Achievement Medal.

NOTE: The Summary of Action shall be submitted on a separate sheet of bond paper along with a disk, using Word format in all cases. It is strongly encouraged that the Summary of Action not exceed one type written page.

b. The Summary of Action is the most important element, since each recommendation is evaluated on the merits of the justification contained therein. Generalities, excessive use of superlatives, and the "duties assigned" approach are to be avoided. An objective summary giving specific examples of the performance, and the results and benefits derived, should be presented.

c. In addition to the required Summary of Action, a proposed citation in a double-spaced plain bond paper, which is a condensed version of the summary, must accompany the recommendation. Proper formats are contained in enclosure (2). Fundamentally, the citation is an enumeration of meritorious achievements or services. The text must correlate with the recommendation as to date, duty station and assignment of the individual, and must be factual, contain no classified information, and be adaptable to publication by news media. The opening and closing sentences of the citation are standard format, and must be used.

d. If an individual is truly deserving of an award, the Deputy Commanders/Assistant Commanders/Program Directors or Commanding Officers/Officers-in-Charge should afford the member the honor of a well-written and timely award.

e. Letters of Appreciation and Letters of Commendation will be typed single-spaced in 10-pitch, with a left-justified margin. If SPAWAR is awarding, the Letter of Appreciation or Letter of Commendation should be received by SPAWAR 07-4 at least one month prior to its planned presentation date.

7. Director, Military Resources Management Office SPAWAR 07-4

- a. Review award recommendations for correct format, completeness and consistency.
- b. Liaison with higher authority for resolution of questions and/or problems concerning award recommendations.
- c. Ensure availability of awards for presentation.

d. Monitor SPAWAR awarding of the Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal, and maintain proper records for these awards.

e. Track awards through CNO staff for delivery.

8. SPAWAR Awards Board

a. The standing Awards Board consists of SPAWAR 00E, 07A, 01, 02, and one O-6 Program Directorate representative and a recorder. Additional O-6s will be utilized as required. As the Awards Board Chairman, SPAWAR 00E shall schedule the Awards Board as required. When enlisted personnel are considered for awards, the SPAWAR Headquarters Command Master Chief will serve as a member of the board.


b. Upon receipt of an award recommendation, SPAWAR 07-4 will provide a copy to the SPAWAR Awards Board. To give personnel the best possible chance to have the award approved and presented before their departure, board members should expedite the reviewing/commenting of recommendations and provide comments.

9. Presentation of Military Awards

a. It is the desire of SPAWAR that awards earned at SPAWAR be presented at SPAWAR. The presentation of an award should occur at an appropriate award ceremony nearest the recipient's departure date. Therefore, it is imperative award recommendations be submitted as early as possible.

b. SPAWAR 07-4 will notify the appropriate Department Director when an award is received for one of their personnel. The Department shall be responsible for coordinating an awards ceremony, depending upon the individual's desires (i.e., who will present the award; photographic coverage; personal guests; etc.).

10. Forms. OPNAV 1650/3 is available in SPAWAR 07-4.


O. V. COMBS
Rear Admiral, U.S. Navy
Vice Commander

Distribution:
SNDL Part II:
FKQ (SPAWARSYSCENs)

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.

FROM: Commander, Space and Naval Warfare Systems Command ADDRESS: 4301 Pacific Highway San Diego, CA 92110-3127		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief of Naval Personnel	
COMMAND POC: YN2 Wright		14. EXP. OF ACTIVE DUTY 99DEC25	
1. SOCIAL SECURITY NUMBER 123-45-6789	2. DESIG/NEC/MOS 1234	15. EST. DETACHMENT DATE	
3. NAME (Last, first, MI) HALLMARK, Mike A.		<input checked="" type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
4. COMPONENT (USN, USMC, etc.) USN		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: 146 Old Cays Road, MA 12345	
5. GRADE/RATE YNCM	17. UNIT AT TIME OF ACTION/SERVICE USS NEVERSAIL (CVN 31)		18. DUTY ASSIGNMENT Fleet Master Chief
6. WARFARE DESIGNATOR AW/SW/SS	7. UIC/RUC: 00039	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NC - Jul 92 - Jul 95 NA - (1st) Feb 88 - Jun 89 (2nd) Jul 89 - Sep 91 (3rd) Oct 92 - Dec 96	
8. RECOMMENDED AWARD (See instruction #3 on back) MM	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED N/A	
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION N/A	
12. ACTION DATE/MERITORIOUS PERIOD August 1993 - December 1999			
13. GEOGRAPHIC AREA OF ACTION/SERVICE San Diego, CA			

22. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record		
NAME, GRADE, TITLE OF ORIGINATOR M. WRIGHT, CDR, USN, ADMIN OFFICER	SIGNATURE	DATE

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	JOHN A. GAUSS, RADM, USN, COMMANDER		<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		

24. TO BE COMPLETED BY AWARDING AUTHORITY				
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

FOR USE OF NDBDM ONLY	
FROM: SECNAV (NDBDM)	DATE:
TO: CNO (N09B33) CMC (CODE MHM)	
1. Extraordinary heroism recommended <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
2. Reviewed and recorded	By direction

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The President of the United States takes pleasure in presenting the
LEGION OF MERIT to

CAPTAIN JOHN DOE
MEDICAL SERVICE CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Commanding Officer of the Naval Biosciences Laboratory, Oakland, California from September 1984 through September 1987. Captain Doe brought to his command a wealth of scientific and managerial expertise, and displayed exceptional levels of leadership and diplomacy required by the extraordinary circumstances of the past three years. When the decision was made to disestablish the Laboratory in September 1985, he was placed in the position of directing ongoing scientific research and bringing it to an orderly conclusion while directing the cessation of Laboratory operations and the closure of the facility. Maintaining the highest standards of leadership, Captain Doe not only made significant scientific contributions, but closed the laboratory on schedule, well under budget, and with no tasks undone. By his outstanding leadership, commendable innovation, and inspiring dedication to duty, Captain Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President

Secretary of the Navy

NOTE: Maximum of 22 lines

Enclosure (2)

SPAWARINST 1650.1C

21 April 1998

The President of the United States takes pleasure in presenting the
MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of the Second Award) to

COMMANDER JANE D. DOE
UNITED STATES NAVY

for service as set forth in the following

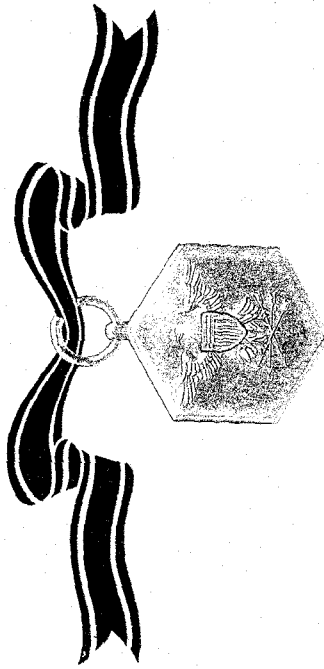
CITATION:

For outstanding meritorious service as Director of the Navy Office of Information, New England from June 1985 to October 1986. Commander Doe displayed exceptional public affairs expertise and unparalleled resourcefulness while managing intense and highly visible projects such as the first and second expeditions to explore the TITANIC; the commissioning of USS BUNKER HILL (CG 52); and the visit of five North Atlantic Treaty Organization frigates to Boston. Her liaison with the New England community was superb and she revitalized and established significant contacts with regional civic leaders. Commander Doe provided important support to the fleet during more than twenty port visits to Boston and managed media contacts for key military members such as the Secretary of the Navy, and the Commander in Chief, Atlantic Fleet. By her exceptional professional ability, personal initiative, and total dedication to duty, Commander Doe reflected great credit upon herself and upheld the highest traditions of the United States Naval Service.

For the President,

NOTE: Maximum of 22 lines

Enclosure (2)



DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD)

TO

LIEUTENANT COMMANDER JOE ALL SAILOR, UNITED STATES NAVY

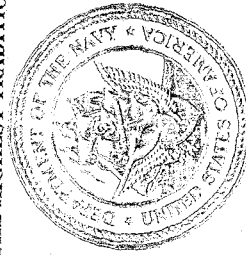
FOR

MERTORIOUS SERVICE WHILE SERVING AS THE ACOUSTIC/COMMUNICATION ENGINEER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, FROM SEPTEMBER 1995 TO SEPTEMBER 1997. LIEUTENANT SAILOR'S OUTSTANDING PROFESSIONALISM AND TECHNICAL KNOWLEDGE CONTRIBUTED SIGNIFICANTLY TO IMPROVED COMMUNICATIONS CAPABILITIES WITHIN THE INTEGRATED UNDERSEA SURVEILLANCE SYSTEMS (IUSS) COMMUNITY, CONTRIBUTING DIRECTLY TO THE IMPROVED RELIABILITY AND AVAILABILITY OF COMMUNICATIONS EQUIPMENT AT AN EXTREMELY IMPORTANT PROJECT SITE. HIS PERSEVERANCE AND FORESIGHT SPEARHEADED THE INCORPORATION OF FLEET SUPPORTED OPERATIONAL COMMUNICATIONS EQUIPMENT INTO THE IUSS COMMUNITY, REDUCING RELIANCE ON STOVEPIPED, SINGLE FUNCTION SYSTEMS. ADDITIONALLY, HIS LEAD OF THE IUSS DEMONSTRATION TEAM IN SUPPORT OF THE NEW ATTACK SUBMARINE RESULTED IN A SUCCESSFUL TEST OF THE VERY SMALL APERTURE TERMINAL SYSTEM, POTENTIALLY ENABLING SMALL SHIPS AND MOBILE LAND FORCES ACCESS TO COMMUNICATIONS TOOLS AND FEATURES CURRENTLY AVAILABLE TO CHALLENGE ATHENA EQUIPPED PLATFORMS. LIEUTENANT COMMANDER SAILOR'S DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

GIVEN THIS

DAY OF

19



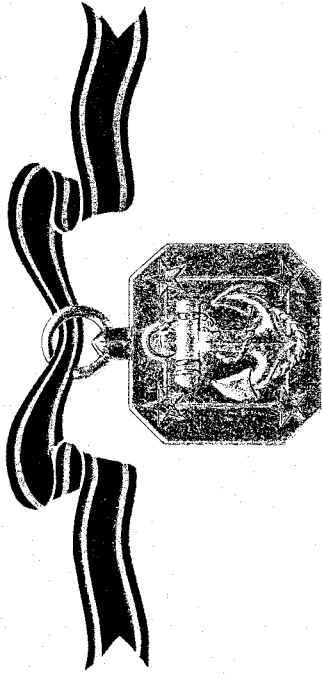
For The
SECRETARY OF THE NAVY

JOHN A. GAUSS

Rear Admiral, United States Navy

Commander, Space and Naval

Warfare Systems Command



DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (GOLD STAR IN LIEU OF SECOND AWARD)

TO
LIEUTENANT ANN ALL SAILOR, UNITED STATES NAVY

FOR

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING AS THE ACOUSTIC/COMMUNICATION ENGINEER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, FROM SEPTEMBER 1995 TO SEPTEMBER 1997. LT SAILOR'S OUTSTANDING PROFESSIONALISM AND TECHNICAL KNOWLEDGE CONTRIBUTED SIGNIFICANTLY TO IMPROVED COMMUNICATIONS CAPABILITIES WITHIN THE INTEGRATED UNDERSEA SURVEILLANCE SYSTEMS (IUSS) COMMUNITY, CONTRIBUTING DIRECTLY TO THE IMPROVED RELIABILITY AND AVAILABILITY OF COMMUNICATIONS EQUIPMENT AT AN EXTREMELY IMPORTANT PROJECT SITE. HER PERSEVERANCE AND FORESIGHT SPEARHEADED THE INCORPORATION OF FLEET SUPPORTED OPERATIONAL COMMUNICATIONS EQUIPMENT INTO THE IUSS COMMUNITY, REDUCING RELIANCE ON STOVEPIPED, SINGLE FUNCTION SYSTEMS. ADDITIONALLY, HER LEAD OF THE IUSS DEMONSTRATION TEAM IN SUPPORT OF THE NEW ATTACK SUBMARINE RESULTED IN A SUCCESSFUL TEST OF THE VERY SMALL APERTURE TERMINAL SYSTEM, POTENTIALLY ENABLING SMALL SHIPS AND MOBILE LAND FORCES ACCESS TO COMMUNICATIONS TOOLS AND FEATURES CURRENTLY AVAILABLE TO CHALLENGE ATHENA EQUIPPED PLATFORMS. LT SAILOR'S ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE



For The SECRETARY OF THE NAVY

JOHN A. GAUSS
Rear Admiral, United States Navy
Commander, Space and Naval
Warfare Systems Command

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DAY OF

GIVEN THIS